

## PERSONNEL

File: GCN-R

### EVALUATION OF PROFESSIONAL STAFF

1. All professional staff shall be evaluated according to the [Evaluation Procedures Handbook](#) including the timelines and forms to be completed.
2. The process will be completed as a cooperative and continuing process between the employee and his/her supervisor.
3. Any professional employee who demonstrates deficiencies in performance may be placed on an improvement plan. The purpose of the plan is to identify areas of improvement with strategies for improvement. A timeline shall be developed for the review of the plan.
4. The evaluation shall be used as a part of the decision-making process for continued employment.
5. All licensed employees will receive a copy of the Evaluation Handbook. The Handbook is also accessible on the CCS Human Resources website.

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Legal References: Code of Virginia, 1950, as amended 22.1-70, 22.1-78, 22.1-253.13:7 C.7, 22.1-276.2

*The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators And Superintendents, 2000*

Cross Reference: GCM Supervision of Evaluation Process